

Job Description

Missouri State Highway Patrol

Class Title: Clerk Typist I

Title Code: V00031

Effective Date: 02/13/97

Date Reviewed: 04/04/2007 RK

Date Revised: 04/05/2007

Immediate Supervisor:

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level skilled typing and clerical position where the employee serves as receptionist and enters, processes, and maintains time and leave records. Additionally, this individual performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work, which follows well-established procedures that can be readily learned by on-the-job training. Responsible for time entry into the SAM II and TRS systems, reconciles time records and distributes appropriate reports for division employees. Makes independent decisions on routine office matters.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Serves as a contact person for meeting the public; directs individuals to proper office and gives nontechnical information when necessary; answers telephone inquiries; takes and transmits messages; makes arrangements for division meetings in the Waggoner and Annex Buildings and assembles needed materials.

Performs time entry and retrieval into SAM II and TRS systems for division employees. Reconciles time records and distributes appropriate reports. Performs time entry for division paid overtime projects.

Types and proofreads correspondence, forms, reports, and other materials from rough draft; files same documents; searches files, modifies and inputs routine data into the computer via the video terminal; verifies, modifies, and posts daily reports as required.

Opens, sorts, and distributes mail to proper source; mails supplies upon request; maintains employee time records.

Initiates inquiries on the internet system; retrieves data as requested; forwards data to source.

Creates, analyzes, designs and reviews flow charts, graphics, worksheets and public notices.

Notifies other divisions of faxed information received; assists others or performs other duties as assigned.

Retrieve fingerprint cards upon request and forward copy of prints either by fax or by mail.

Maintains various logs for tracking of supplies, assigned OCN numbers, and electronic mail.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, shredder, calculator, etc.).

Prepares supply requisitions through the MSHP Supply Management System and maintains equipment and supply inventory.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of modern office practices, procedures, and equipment.

Ability to learn Patrol's timekeeping systems, criminal justice systems, and applicable reports; retrieval and reconciliation procedures.

Ability to learn Patrol policies and procedures.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work independently with general supervision.

Ability to learn assigned tasks within a reasonable amount of time and to adhere to prescribed routines.

Ability to acquire and maintain competence in Microsoft Word, Excel and Lotus Notes applications.

Ability to operate basic office machines.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to prioritize and organize work effectively and handle multiple projects simultaneously with varying demands and deadlines.

Ability to work as part of a cooperative team with deadlines and constraints.

Ability to establish and maintain harmonious working relations with others.

Ability to acquire and maintain MULES certification.

Ability to learn the internet system.

Ability to alphabetize, transport, file and purge records and documents.

Ability to comprehend and follow complex oral and written instructions.

Ability to check numbers and proof read written materials for accuracy.

Ability to work for long periods at a desk or workstation.

Ability to learn assigned tasks within a reasonable amount of time and to adhere to prescribed routines.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

NECESSARY SPECIAL REQUIREMENTS

Must be a resident of Missouri at the time of appointment.